

PLANNING COMMISSION
Wednesday, October 19, 2022
6:00 pm

#1 Call to Order

Planning Commission Chair Duval called the meeting of the Brainerd Planning Commission to order at 6:00 pm in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Gorham, Woodward, Erickson, and Duval. Commissioners Yeager, Kallroos, and Marohn were noted as absent. Also noted as present was Community Development Director Kramvik.

#3 Pledge of Allegiance

Planning Commission Chair Duval opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval/Change of Agenda

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GORHAM, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GORHAM, DULY CARRIED, TO AMEND THE MINUTES FROM THE SEPTEMBER 21, 2022 REGULAR MEETING BY ADDING COMMISSIONER ERICKSON TO THE ROLL CALL AS BEING PRESENT.

#6 Old Business

None

#7 New Business

7a. Consider Preliminary Plat – Creekside Community Development

Community Development Director Kramvik explained that Vicky Kinney, on behalf of My Neighbor to Love Coalition, has applied for a preliminary plat to consolidate eleven (11) lots into four (4) larger lots near 3rd Street NW. These lots are described as Lots 1 through 12, Block M, and Lots 3 through 10, Block E in the West Brainerd Addition to Brainerd. This proposed preliminary plat is contingent upon the City Council approval of an alley vacation in Block E & M, West Brainerd Addition to Brainerd.

The Chair opened the public hearing at 6:07 pm.

The Chair recognized Vicky Kinney, who gave a brief explanation of the reason to consolidate the lots. She explained this would make the best use of the property in development of the Creekside Community.

The Chair recognized TJ Lake, 8107 Interlachen Rd., Lakeshore, who stated he owns property on James Street and is in favor of the project.

The Chair recognized Stephanie Pontius, 12153 Scenic River Dr., Baxter, who spoke very highly of this project to help alleviate some of the homelessness in our community.

The Chair closed the public hearing at 6:12 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND WOODWARD, DULY CARRIED, TO RECOMMEND APPROVAL OF THE PRELIMINARY PLAT AS PRESENTED WITH THE FOLLOWING CONDITIONS 1) CONTINGENT UPON CITY COUNCIL APPROVAL OF ALLEY VACATION IN BLOCK E & M 2) DEVELOPER AGREEMENT FOR STORMWATER RETENTION AND INSTALLATION OF REQUIRED FIRE HYDRANTS MUST BE RECORDED IN THE FINAL PLAT 3) ADJUST REAR YARD MINIMUM SETBACK AS TEN (10) FEET AND WORK WITH STAFF ON THE APPROPRIATE NAMING OF THE PLAT.

7b. Consider Conditional Use Permit – Construction of a 12-Unit Multi-Family Apartment Building NW 3rd Street

Community Development Director Kramvik indicated Vicky Kinney, on behalf of My Neighbor to Love Coalition, has applied for a conditional use permit to construct a residential 12-unit multi-family apartment building near 3rd Street NW. These lots are described as Lots 1 through 10, Block M in the West Brainerd Addition to Brainerd. The approval of this conditional use permit is contingent upon the approval of the final plat that is listed as Lot 1 Block 1 in the proposed plat.

The Chair opened the public hearing at 6:26 pm.

The Chair recognized Vicky Kinney, who responded to concerns about the removal of mature trees on the property. She said as many trees as possible will remain, however, there is an extensive amount of grading that will need to be done in order to build on the property.

The Chair recognized Jim Kraemer, surveyor with Kraemer, Leas, Deleo (KLD), who spoke about the stormwater retention plans, which are based on MS4 standards.

The Chair closed the public hearing at 6:32 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND WOODWARD, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT FOR THE DEVELOPMENT OF A 12-UNIT MULTI-FAMILY APARTMENT BUILDING IN THE WEST BRAINERD ADDITION TO BRAINERD, LOTS 1 THROUGH 10, BLOCK M AS PRESENTED WITH THE CONDITION THAT PARKING LOT LANDSCAPING STANDARDS FOR THE NW 2ND STREET (EAST) SIDE OF THE PARKING LOT ARE MET, AND IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE FINAL PLAT.

7c. Consider Conditional Use Permit – Operation of a Boarding House at NW 3rd Street

Community Development Director Kramvik stated Vicky Kinney, on behalf of My Neighbor to Love Coalition, has applied for a conditional use permit to operate a boarding house on the second floor above a health center. These lots are described as Lots 1 through 6 and Lots 10 through 12, Block M, West Brainerd Addition to Brainerd; PID's 41040505, 41040501, 41040502, and 41040503. The approval of this conditional use permit is contingent upon the approval of the final plat. He indicated the applicant is asking for a parking lot deferment for two of the required spaces, as the residents will be the primary users of the facility.

The Chair opened the public hearing at 7:00 pm.

The Chair recognized Vicky Kinney, who indicated this health center will be used by the residents of the Creekside Community, with the public potentially being invited for special events from time to time.

The Chair recognized Mike Airy (*SP*), resident of Brainerd, who asked about the rules and responsibilities of the occupants of the boarding house. Ms. Kinney indicated that the residents of the boarding house will have to abide by a set of rules that will be in the handbook being created.

The Chair closed the public hearing at 7:10 pm.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND GORHAM, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT FOR THE OPERATION OF A BOARDING HOUSE AT LOT 2, BLOCK 1 OF THE PROPOSED PLAT, CONTINGENT UPON CITY COUNCIL APPROVAL OF THE FINAL PLAT AND THE APPLICANT AND THE CITY ENTER INTO A DEVELOPMENT AGREEMENT TO BE RECORDED AGAINST THE SUBJECT PROPERTY, WHICH INCLUDES A CLAUSE REQUIRING THE OWNER TO INSTALL THE ADDITIONAL PARKING STALLS, UPON A FINDING OF THE CITY THAT SUCH ADDITIONAL PARKING STALLS ARE NECESSARY TO ACCOMMODATE THE USE.

7d. Discussion on Proposed Ordinance Amendment Restricting the Demolition and Removal of Dwelling Units

Community Development Director Kramvik gave a recap of Ordinance No. 1534 that went into effect on July 17th, 2022, which imposed a six-month moratorium on the conversion of dwelling units to green space or surface parking in the R-1 Zoning District. He indicated discussion and review of an example ordinance took place at a workshop held in September. A new ordinance was drafted and is being proposed for approval and/or changes tonight.

Commission discussion took place, and the suggested changes will be made to the ordinance and brought back to the Commission in November.

7e. Discussion on Industrial Zone Building Design Standards

Community Development Director Kramvik explained the design standards in the new zoning code did not have any substantial changes from the previous code. Since industrial

zoned properties generally have little to no visibility to the public, the design standards could be reviewed further for suggested changes.

After Commission discussion, it was decided to leave the current requirements unchanged.

#8 Public Forum

The Chair opened the public forum at 8:02 pm.

No one came forward.

The Chair closed the public forum at 8:02 pm.

#9 Community Development Director's Report

Community Development Director Kramvik gave the following updates:

- City Council approved the Interim Use Permits for VCV Digital for crypto mining, but denied the Variance Permit request
- All other permits were approved as suggested by the Planning Commission
- Staff has issued several permits for two single-family homes, three duplexes, and a four plex since the last meeting
- Forty-four applications were received and are being reviewed by BLAEDC for the DEED Main Street Revitalization Grant

#10 Commissioner's Questions/Comments

None

#11 Adjourned at 8:04 pm.

MOVED AND SECONDED BY COMMISSIONERS WOODWARD AND GORHAM,
DULY CARRIED, TO ADJORN.

Michael Duval, Planning Commission Chair